

## POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

As an organization using the Disclosure and Barring Service (DBS) to assess applicant's suitability for positions of trust, Salford Royal NHS Foundation Trust complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Salford Royal NHS Foundation Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of (age, disability, gender, race, religion/belief, sexual orientation, pregnancy/maternity, marital status/civil partnership, socio economic status, carer) or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A disclosure is only requested after a risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered a position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We guarantee that this information is only seen by those who need to see it as part of the employment.

Unless the nature of the position allows Salford Royal NHS Foundation Trust to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the **Rehabilitation of Offenders Act 1974**.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

The Trust makes every candidate subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and makes a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

**Having a criminal record will not necessarily bar an ex offender with the Trust.** This will depend on the nature of the position and the circumstances and background of the offences.